

**DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY**801 K STREET, MS 19-01, SACRAMENTO, CALIFORNIA 95814 • (916) 322-4027 • WWW.CALRECYCLE.CA.GOV

October 11, 2010

Chris Lehon, Executive Director
West Contra Costa Integrated Waste Management Authority
One Alvarado Square
San Pablo, CA 94806

RE: FINAL AUDIT REPORT – HOUSEHOLD HAZARDOUS WASTE PROGRAM
(HD 14-05-0013 AND HD 15F-06-0039)

Dear Mr. Lehon:

Enclosed is the final report on the audit of West Contra Costa Integrated Waste Management Authority (WCCIWMA), regarding the Hazardous Waste Program. The audit included a review of receipts, expenditures, internal controls, and compliance with the grant agreement provisions. The period of review for this audit was September 1, 2005 through April 30, 2009.

The audit disclosed the following finding:

WCCIWMA could not provide budget documentation to support the extra charges for door-to-door pickup of universal electronic waste, and an extra charge for a bag of hazardous waste.

The response by WCCIWMA to the draft audit report on September 10, 2010, along with the evaluation of that response is included in this final report. The response did not address your corrective action to the finding. A copy of this letter will be forwarded to the Grant and Loan Resources Branch to ensure that the finding is appropriately addressed.

(Over)



Chris Lehon
October 11, 2010
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Please contact Ernesto Espinoza, Auditor, at (916) 341-7369 or ernesto.espinoza@calrecycle.ca.gov with any questions regarding this report.

Sincerely,



Susan Villa, Chief
Fiscal Services Branch
Administration and Finance Division

Enclosure

cc: Tom Estes, Deputy Director, Administration and Finance Division, CalRecycle
Corky Mau, Branch Manager, Grant and Loan Resources, CalRecycle
Brian Kono, Manager, Audits and Evaluations, CalRecycle
Ernesto Espinoza, Auditor, Audits and Evaluations, CalRecycle

**West Contra Costa
Integrated Waste Management Authority**

Household Hazardous Waste Program

Final Audit Report

Grants: HD 14-05-0013 and HD 15F-06-0039

For the Period September 1, 2005 Through April 30, 2009

**Prepared By:
California Department of Resources Recycling and Recovery
Audits and Evaluations**

October 2010

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FINAL AUDIT REPORT

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ATTACHMENT – GRANTEE'S RESPONSE TO DRAFT AUDIT REPORT

**West Contra Costa Integrated Waste Management Authority
Household Hazardous Waste Program**

SUMMARY

The Department of Resources Recycling and Recovery (CalRecycle), Audits and Evaluations, performed an audit of West Contra Costa Integrated Waste Management Authority regarding the Household Hazardous Waste Program. The audit included a review of internal controls, receipts, expenditures, and compliance with the provisions relating to grant agreement numbers HD 14-05-0013 and HD 15F-06-0039, for the period of September 1, 2005 through April 30, 2009.

BACKGROUND

The West Contra Costa Integrated Waste Management Authority (Authority) was formed in 1991 in accordance with State of California Law (California Integrated Waste Management Act AB939). The Authority was formed for the purposes of planning and implementing measures to reduce the disposal of solid waste in accordance with State Law and developing the Integrated Resource Recovery Facility (IRRF) to meet the requirements of a material recovery facility under Section 50000 (a)(4) of the California Public Resource Code, for the collection, processing, recycling and transportation of solid waste and the recovery of material from such waste in the West Contra Costa County area of California.

The Authority is a regional agency and the members include the Cities of El Cerrito, Hercules, Pinole, Richmond, San Pablo and the unincorporated areas of Contra Costa County.

The Legislature created the Integrated Waste Management Account (Public Resources Code Section 48001) to support the reduction, recycling, and reuse of solid waste and to protect public health and safety through regulation of solid waste handling. CalRecycle administers the Integrated Waste Management Account, which includes the HHW Grant Program.

The HHW Grant Program provides grant funding to local governments and agencies with direct responsibility for solid waste management to develop and promote alternatives to the illegal disposal of household hazardous waste.

OBJECTIVE, SCOPE, AND METHODOLOGY

The audit objective was to verify whether the program related costs, reimbursed by CalRecycle to WCCIWMA, were reasonable, allowable, and allocable in accordance with the fiscal requirements and other provisions of the grant agreements as well as applicable Federal and State regulations.

The audit scope included, but was not limited to, a review and evaluation of the adequacy and accuracy of the documents submitted to CalRecycle by WCCIWMA in support of the claim for eligibility.

The audit was conducted in accordance with *Government Auditing Standards*. The standards require that the audit was planned and performed to obtain sufficient and appropriate evidence to provide a reasonable basis for the finding(s), if any, and conclusion based on the audit objective.

CONCLUSION

The audit disclosed an instance of noncompliance with the requirements outlined above. This instance is described in the Finding and Recommendation section of this report.

RESTRICTED USE

This report is intended for the information and use of CalRecycle and WCCIWMA management. However, this report is a matter of public record and distribution is not limited.

STATEMENT OF REVENUE AND EXPENDITURES

West Contra Costa Integrated Waste Management Authority
Household Hazardous Waste Program
HD 14-05-0013
For the Period September 1, 2005 through March 31, 2008

| | <u>Claimed</u> | <u>Audited</u> | <u>Questioned</u> | <u>Reference</u> |
|-------------------------|---------------------|---------------------|---------------------|------------------|
| Revenue: | | | | |
| Grant Payment Request 1 | \$86,417.84 | \$ 67,328.95 | \$ 19,088.89 | |
| Less: 10% | <u>(8,641.78)</u> | <u>(8,641.78)</u> | <u>-</u> | |
| Total Revenue | <u>\$ 77,776.06</u> | <u>\$ 58,687.17</u> | <u>\$ 19,088.89</u> | |
| Expenditures: | | | | |
| Residential Collection | \$80,590.82 | \$61,501.93 | \$ 19,088.89 | Finding |
| Publicity & Education | 3,391.27 | 3,391.27 | - | |
| Personnel | 2,435.75 | 2,435.75 | - | |
| Training | - | - | - | |
| Report Writing | - | - | - | |
| Equipment | - | - | - | |
| Transportation | - | - | - | |
| Indirect/Misc Costs | - | - | - | |
| Less: 10% | <u>(8,641.78)</u> | <u>(8,641.78)</u> | <u>-</u> | |
| Total Expenditures | <u>\$ 77,776.06</u> | <u>\$ 58,687.17</u> | <u>\$ 19,088.89</u> | |

| | <u>Claimed</u> | <u>Audited</u> | <u>Questioned</u> | <u>Reference</u> |
|-------------------------|---------------------|---------------------|-------------------|------------------|
| Revenue: | | | | |
| Grant Payment Request 2 | \$60,057.65 | \$60,057.65 | \$ - | |
| Less: 10% | <u>(6,005.76)</u> | <u>(6,005.76)</u> | <u>-</u> | |
| Total Revenue | <u>\$ 54,051.89</u> | <u>\$ 54,051.89</u> | <u>\$ -</u> | |

| | | | | |
|------------------------|---------------------|---------------------|-------------|--|
| Expenditures: | | | | |
| Residential Collection | \$33,872.25 | \$33,872.25 | \$ - | |
| Publicity & Education | 26,185.40 | 26,185.40 | - | |
| Personnel | - | - | - | |
| Training | - | - | - | |
| Report Writing | - | - | - | |
| Equipment | - | - | - | |
| Transportation | - | - | - | |
| Indirect/Misc Costs | - | - | - | |
| Less: 10% | <u>(6,005.76)</u> | <u>(6,005.76)</u> | <u>-</u> | |
| Total Expenditures | <u>\$ 54,051.89</u> | <u>\$ 54,051.89</u> | <u>\$ -</u> | |

FINDING AND RECOMMENDATION

Finding – Unbudgeted Collection Expenditures

WCCIWMA could not provide budget documentation to support the extra charges for door-to-door pickup of universal electronic waste, and an extra charge for a bag of hazardous waste.

Grant Agreement Number HD 14-05-0013, Exhibit A – Terms and Conditions, Section 35(a) states in part, "The CIWMB shall reimburse the Grantee for only the work and tasks specified in the Work Plan at only those cost specified in the Budget and incurred in the terms of the Agreement."

Section 35(b) states in part, "The Grantee shall carry out the work described on the Work Plan in accordance with the Budget, and shall obtain the Grant Manager's written approval of any changes or modifications to the Work Plan or the Budget prior to performing the change work or incurring the changed cost."

Grant Agreement Number HD 14-05-0013, Exhibit B – Procedures and Requirements, Ineligible Costs states in part, "Any costs not included in your approved budget, and not directly related to the approved grant project, are ineligible for reimbursement."

As a result, \$19,088.89 in unbudgeted expenditures has been questioned.

Recommendation

WCCIWMA should ensure that all costs eligible for reimbursement are included in and supported by an approved budget.

In addition, WCCIWMA should remit \$19,088.89 in unbudgeted expenditures to the Department of Resources Recycling and Recovery.

Grantee's Response

Chris Lehon, Executive Director of WCCIWMA disagreed with the audit finding that recommends reimbursement for collection expenses that were not budgeted.

Mr. Lehon stated, "The budget was approved with the understanding that extra cost may be incurred at some homes that request pickup extra Household Hazardous Waste or electronic waste. When the grant application was submitted, the agency did not know how many requests would have extra waste or would want electronics picked up, so only the charge per stop was included with an asterisk meaning *Copy of bid/estimate attached."

The cost of each appointment (stop) was indicated to be \$120*. In Curbside Inc.'s proposal they state that "... Contractor shall be compensated and additional \$10, plus the per item e-waste charge per attachment I..." Attachment I is the Electronics Collection Recycling Receipt listing items and the associated costs for e-waste (attached). WCCIWMA was not able to accurately predict the type or quantity of electronic items residents would have or whether there would be "extra" HHW and therefore the standard per visit cost of \$120 was used."

Mr. Lehon further stated, "When a request for reimbursement was submitted to the State, the grant manager did not request a budget modification or exclude the "extra" costs from the reimbursement. At the time, this was understood to mean that the expenses were covered in the budget. The budget category (Temporary or Mobile Collection) was never exceeded for collection cost nor deviated from the Work Plan.

The current Executive Director and Programs Manager were not with the agency at the time of the grant application was submitted and administered. WCCIWMA contacted Mersina Purlantov, the previous Programs Manager, who administered the grant. Ms. Purlantov stated that she did not recall the HHW grant manager requesting a budget modification when the report and payment request were submitted because the expenses were within the approved budget for Temporary or Mobile Collections.

WCCIWMA has and continues to adhere to all the Terms and Conditions of the grants received from CalRecycle. The HD 14-05-0013 grant funds were applied accurately to the approved Budget and Work Plan."

Auditor's Comment

Mr. Lehon states, "The budget was approved with the understanding that extra cost may be incurred at some homes that request pickup of extra HHW waste or electronic waste." A review of the grant file and documentation provided by WCCIWMA does not show any correspondence by WCCIWMA and the grant manager approving the additional cost. The budget does not include the extra cost for HHW waste or electronic waste. The budget only includes \$120.00 per appointment (stop). The budget does include an asterisk (*) by the appointments (stops). The (*) indicates "Copy of bid/estimate attached." A review of the documentation for the bid/estimate shows WCCIWM is subcontracting the work to Curbside, and reflects the cost associated with the agreement between WCCIWMA and Curbside. This bid/estimate illustrates the extra cost associated with HHW waste and the electronic waste. The agreement is between WCCIWMA and Curbside, only.

WCCIWMA's contention that the extra cost was in fact approved by the grant manager could not be inferred by the budget provisions. Accordingly, only the "\$120.00 per appointment (stop)" provisions shown on the budget were approved by the grant manager.

As a result, the finding remains unchanged.

September 10, 2010

Ernesto Espinoza, Auditor
Department of Resources Recycling and Recovery
P.O. Box 4025 MS19A
Sacramento, CA 95812-4025

Re: WCCIWMA Response to Draft Audit Report – Household Hazardous Waste Grants
HD14-05-0013 and HD 15F-06-0039

Dear Mr. Espinoza,

This letter is a response to the draft audit report that was sent to us on August 25, 2010. Our agency is the West Contra Costa Integrated Waste Management Authority (WCCIWMA). WCCIWMA disagrees with the recent audit findings: *recommending reimbursement for collection expenses that were not budgeted.*

The budget was approved with the understanding that extra cost *may be* incurred at some homes that request pickup of extra HHW waste or electronic waste. (Please see attached revised budget and specific price list included in the grant application). When the grant application was submitted, the agency did not know how many requests would have extra waste or would want electronics picked up, so only the charge per stop was included with an asterisk meaning **Copy of bid/estimate attached.* The Attachment D – Expenditure Itemization referred to the Curbside Inc. proposal that was attached to the grant application.

The grant application was submitted in April 2005, and then an Expenditure Itemization was revised in June 2005 due to a Curbside Inc. increase. The cost of each appointment (stop) was indicated to be \$120*. In Curbside Inc.'s proposal they state that *"...Contractor shall be compensated an additional \$10, plus the per item e-waste charge per attachment I..."* Attachment I is the Electronics Collection Recycling Receipt listing items and the associated costs for e-waste (attached). WCCIWMA was not able to accurately predict the type or quantity of electronic items residents would have or whether there would be "extra" HHW and therefore the standard per visit cost of \$120 was used.

When a request for reimbursement was submitted to the State, the grant manager did not request a budget modification or exclude the "extra" costs from the reimbursement. At the time, this was understood to mean that the expenses were covered in the budget. There were four different grant managers during this grant time period. The budget category (Temporary or Mobile Collection) was never exceeded for collection costs nor deviated from the Work Plan. If there were not extra costs, more residents for a longer



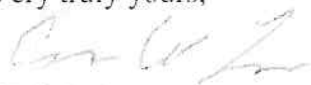
period of time might have been served. WCCIWMA retained all of these "extra" costs receipts and attached two as samples.

The current Executive Director and Programs Manager were not with the agency at the time the grant application was submitted and administered. WCCIWMA contacted Mersina Purlantov, the previous Programs Manager, who administered the grant. Ms. Purlantov stated that she did not recall the HHW grant manager requesting a budget modification when the report and payment requests were submitted because the expenses were within the approved budget for Temporary or Mobile Collection. Ms. Purlantov managed HHW grants for the agency for 7 years.

WCCIWMA has been receiving and administering Used Oil Block and HHW grants from the State for over 15 years. We are extremely appreciative of all the support that we have received from CalRecycle over the years to educate residents of West Contra Costa County. WCCIWMA has and continues to adhere to all the Terms and Conditions of the grants received from CalRecycle. This grant allowed us to collect 71,841 pounds of HHW and 52,269 pounds of e-waste from 871 residents who were not able to drive. The HD14-05-0013 grant funds were applied accurately to the approved Budget and Work Plan.

We request reconsidering the request for reimbursement. As always, feel free to contact Nicole Forte with any questions or comments, email: nicolef@recyclemore.com or phone: (510) 215-3104. Thank you for your time and consideration, we look forward to hearing from you soon.

Very truly yours,


Chris Lehon
Executive Director


Nicole Forte
Programs Manager

Attachment D

EXPENDITURE ITEMIZATION – Revised June 27, 2005

The following expenditure itemization is for door-to-door HHW, u-waste and e-waste collection

Temporary or Mobile Collection

| | |
|--|----------------------|
| 175 appointments El Cerrito @ \$120 each* | \$ 21,000.00 |
| 175 appointments Hercules @ \$120 each* | \$ 21,000.00 |
| 175 appointments Pinole @ \$120 each* | \$ 21,000.00 |
| 620 appointments Richmond @ \$120 each* | \$ 74,400.00 |
| 175 appointments San Pablo @ \$120 each* | \$ 21,000.00 |
| TOTAL Permanent Collection Facilities | \$ 158,400.00 |

Publicity and Education

| | |
|---|--------------------|
| Design and Print 28,625 8" x 5.5" fliers @ \$.14 per flier* | \$ 4,007.50 |
| Design and Run 5 Full page newspaper ads @ \$900.00 per ad* | \$ 4,500.00 |
| TOTAL Education and Publicity | \$ 8,507.50 |

Personnel/Other Costs

Authority Staff

| | |
|--|--------------------|
| Programs Manager 12 hours @ \$48.55/hour (publicity and education) | \$582.60 |
| Programs Manager 30 hours @ \$48.55/hour (temporary or mobile collection) | \$ 1,456.50 |
| Programs Manager 40 hours @ \$48.55/hour (general grant administration) | \$1,942.00 |
| Executive Director 2 hours @ \$74.20/hour (publicity and education) | \$ 148.40 |
| Executive Director 5 hours @ \$74.20/hour (temporary or mobile collection) | \$ 371.00 |
| Executive Director 5 hours @ \$74.20/hour (general grant administration) | \$ 371.00 |
| TOTAL Other Costs | \$ 4,871.50 |

TOTAL GRANT REQUEST **\$ 171,779.00**

* Copy of bid/estimate attached

Budget for
grant application
Revised

April Cost Estimate

HOUSEHOLD HAZARDOUS WASTE MANAGEMENT PROGRAM Cost Proposal

Door-to-Door Collections

An HHW stop consists of the collection of toxic material including motor oil, filters, paints, pesticides, herbicides, cleaners, solvents, acids, etc. (See page 6 for complete listing). Residents will be allowed to place the contents of the bag along with 2 auto batteries up to (4) four foot fluorescent bulbs outside the bag.

The City will be billed **\$110.00** per stop for the above materials up to the contents of the bag of HHW placed out for collection not to exceed 125 pounds for the above quoted price.

E-waste Collections

If the resident only has E-waste the County will be charged a per item price (attachment I) excluding SB20 covered material which will be paid through the SB20 fund, plus a per stop transportation fee of **\$50.00**. If the resident has e-waste in conjunction with HHW as listed above the City will be charged an additional e-waste handling fee of **\$10.00** plus the per item e-waste charge per attachment I.

Excessive HHW waste/ unacceptable waste:

Large quantities of HHW waste and items which are clearly commercial or unacceptable will not be collected under the standard pricing above. The County will be charged a discounted rate off of Curbside standard Small Business and E-waste prices for collection and disposal of these materials (attachment J)

Public Education

THE MAILER

COPY, ART, PRINTING: Price for 92,000 5" x 7" postcard mailers with four colors on each side @ .29483 per card.
Total: \$27,124.36.

- We will provide for the preparation of all the art and copy for Authority input and approval. Would require Authority's logo be supplied as .eps file format, with all fonts outlined. We will prepare two initial layouts and two rounds of changes at this price.

MAILING LIST: Cost to acquire estimate of 92,000 mailing labels for targeted addresses is **\$1,829.**

- The ship to addresses (occupant list) will be acquired in comma delimited file format.
- There will be seven separate mailings. We will print the first side of the mailer first and then as the drops are invoked the

As part of said services, Contractor shall possess all necessary certifications, licenses, permits, authorizations and approvals prior to the beginning of its provision of services.

All required notices shall be given by Contractor to the appropriate local, state and federal agencies. Contractor shall make all reports as required by regulatory agencies, and shall furnish reports to Authority to enable Authority to evaluate the effectiveness of the services provided. Authority shall not be responsible for the negligence of or violation of any laws, rules, regulations, or ordinances by Contractor or any of Contractor's sub-Contractors, agents, consultants, employees, or representatives in providing such services as agreed to herein.

If any of the services provided by Contractor substantially impact upon the community, including, but not limited to, traffic, odor and health issues, Authority reserves the right to direct that the manner of operations by Contractor be revised accordingly to reduce or limit the adverse performance of the Agreement.

3. Compensation.

3.1 Contractor shall be compensated as follows:

3.1.1 Contractor shall be compensated \$120 per stop for each completed residential collection and disposal of Household Hazardous Waste. If a resident has e-waste in addition to Household Hazardous Waste, the Contractor shall be compensated an additional \$10, plus the per item e-waste charge per attachment I to Exhibit A.

3.1.2 If a resident has only e-waste the Authority will be charged \$50 per stop, plus a per item price per attachment I to Exhibit A, and excluding SB20 covered material. At this time SB20 waste includes televisions, monitors and laptop computers only.

3.1.3 For assembling and packaging in excess of 30 minutes per stop, Contractor shall be compensated \$65 per hour.

3.1.4 Included within the fees will be monthly reports in addition to supplying information to Authority for inclusion into State required 303 Forms, and basic advertising assistance.

3.2 Contractor shall on a monthly basis submit to Authority itemized invoice listing all completed stops along with cumulative collection reports indicating the total cost of each stop and amount of waste collected. Authority will pay Contractor within 30 days of receiving Contractor's monthly invoice.

3.3 This agreement is subject to annual cost adjustments of up to 5%. Authority will be notified 60 days prior to any adjustment to costs.

Final Contract
with Curbside Inc.
Signed
10/25/05

- 3.4 Authority may, upon request and during regular business hours, inspect Contractor's books, records and other documentation directly related to completed collections in order to verify the number of completed Household Hazardous Waste stops.
- 3.5 The maximum payment to be made to Contractor under this Agreement shall be \$158,400.
- 3.6 Contractor may request additional annual increase for fuel surcharge of no more than 3% per stop. Authority will not unreasonably refuse such written request.

4. **Insurance Requirements.**

- 4.1 Contractor performing tasks for Authority will comply with the terms of this Section 4. Contractor shall secure and maintain in full force and effect at its own cost and expense until the completion of services such insurance as shall protect it and Authority, its directors, officers and employees, in such manner and at such amount as set forth below. The premiums for said insurance coverage shall be paid by Contractor. Said policies of insurance shall stipulate that this insurance shall operate as primary insurance, and that no other insurance effected by Authority or other named insured will be called on to cover a loss covered thereunder.
- 4.2 Commencement of Work. Contractor shall not commence work under this Agreement until it has obtained all insurance required and Authority has approved this insurance. Authority reserves the right to require and have delivered complete and accurate copies of all insurance policies required under the Agreement.
- 4.3 The insurance policies certified for compliance with this Agreement shall include the following endorsement:
 - (a) Coverage provided by Contractor's policies shall be primary coverage.
- 4.4 All insurance required by this Agreement shall contain a Statement of Obligation on the part of the Insurer to notify Authority of any cancellation, or termination at least thirty (30) days in advance.
- 4.5 Contractor shall provide to Authority proof of insurance in the form of original certificates of insurance and endorsement forms, as approved by Authority. Copies of insurance shall be provided upon demand.
- 4.6 Contractor shall provide prior to the start of program copies of valid hazardous waste transporters license, including MCS 90 hazardous waste transporter insurance coverage. Contractor further shall provide prior to start of work any and all employee certification and training documents as required by applicable law. Authority prior to the beginning of collections shall be provided with copies of licenses for all facilities that will accept hazardous waste collected from this program.



ELECTRONICS COLLECTION

Recycling Receipt

West Contra Costa Integrated Waste Management Authority

Customer Name: _____ Contact name: _____ Date: _____

Street: _____ # _____ City: _____ State: _____ Zip: _____

Collection date: _____ Phone: _____ Type Business: _____

| Category | Quantity | Unit | Disp Price | Total Price | Notes/Price Adjustment |
|-------------------------------|----------|------|--------------------|-------------|---|
| CRT's | | ea | \$0.00 | | |
| CPU | | ea | \$10.00 | | |
| Keyboard | | ea | \$3.00 | | |
| Mouse | | ea | \$1.00 | | |
| Power Supply | | lb | \$0.65 | | without batteries |
| Computer - portable | | ea | \$0.00 | | laptop not combo |
| Printer-desktop | | ea | \$7.00 | | (under 20 lbs) |
| Copier - Desk | | ea | \$20.00 | | not all in one or multi function unit |
| Free Standing copier | | lb | \$0.65 | | |
| CD/DVD Player, Tape Drive | | ea | \$3.00 | | |
| Fax machine | | ea | \$13.00 | | not all in one or multi function unit |
| Scanner | | ea | \$6.00 | | Desktop only |
| Cables | | ea | \$0.60 | | |
| Network Hub/Switches | | ea | \$8.00 | | |
| Television under 20" | | ea | \$0.00 | | (\$10.00 handling fee) |
| Television 21-29" | | ea | \$0.00 | | (\$10.00 handling fee) |
| Television 31 up nonconsole | | ft | \$0.00 | | priced per linear foot (\$10.00 handling fee) |
| Television console | | ea | \$0.00 | | (\$10.00 handling fee) |
| Television- projection | | ea | \$0.00 | | (\$10.00 handling fee) |
| Cell Phone w/batt | | ea | \$5.00 | | |
| Microwave | | lb | \$0.65 | | (\$10.00 handling fee) |
| VCR | | ea | \$7.00 | | |
| Toaster/toaster oven | | ea | \$5.00 | | |
| Iron/curling iron/ small appl | | ea | \$4.00 | | |
| Telephones | | ea | \$4.00 | | |
| Batteries (all) | | lb | \$2.35 | lb | |
| Stereo console | | ea | \$18.00 | | |
| Speakers | | ea | \$18.00 | | |
| General | | lb | \$0.62 | | |
| Stop Charge | | ea | \$50.00 | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | TOTAL COST: | | |

HOUSEHOLD HAZARDOUS WASTE MANAGEMENT PROGRAM

Cost Proposal

Door-to-Door Collections

An HHW stop consists of the collection of toxic material including motor oil, filters, paints, pesticides, herbicides, cleaners, solvents, acids, etc. (See page 6 for complete listing). Residents will be allowed to place the contents of the bag along with 2 auto batteries up to (4) four foot fluorescent bulbs outside the bag.

The Authority will be billed **\$120.00** per stop for the above materials up to the contents of the bag of HHW placed out for collection not to exceed 125 pounds for the above quoted price.

E-waste Collections

Exhibit A
attached to original
Agreement - proposed

If the resident only has E-waste the Authority will be charged a per item price (attachment I) excluding SB20 covered material which will be paid through the SB20 fund, plus a per stop transportation fee of **\$50.00**. If the resident has e-waste in conjunction with HHW as listed above the Authority will be charged an additional e-waste handling fee of **\$10.00** plus the per item e-waste charge per attachment I.

PROMOTIONAL FLIER

COPY, ART, PRINTING: Price for 28,625 8" x 5.5" fliers with four colors on each side @ .14 per flier. Total: **\$4,007.50**.

- We will provide for the preparation of all the art and copy for Authority input and approval. Would require Authority's logo be supplied as .eps file format, with all fonts outlined. We will prepare two initial layouts and two rounds of changes at this price.

Additional Labor

Any additional work performed by our media staff(i.e, customization and/or changes) will be billed at a rate of **\$65.00** per hour. Any outside purchases done by Curbside will be done at cost plus a 15% Curbside markup, except for postage. Our extensive experience with Elderly and Disabled programs have shown in some instances that as much as 30 minutes to an hour is required to help some Elderly and Disabled residents to gather and pack their materials for them. Even though the RFP allows for additional cost to be charged beyond 15 min per stop Curbside will charge only when the effort has already taken 30 minutes, at a rate of **\$65.00** per hour.

Recycling Receipt
West Contra Costa Integrated Waste Management Authority

132362

Contact name: _____ Date: 3/9/06

City: _____ State: _____ Zip: _____

Type Business: _____

| Category | Quantity | Unit | Disp Price | Total Price | Notes/Price Adjustment |
|------------------------|----------|------|------------|-------------|---|
| | | ea | \$0.00 | | |
| | | ea | \$10.00 | | |
| | | ea | \$3.00 | | |
| | | ea | \$1.00 | | |
| Supply | | lb | \$0.65 | | without batteries |
| er - portable | | ea | \$0.00 | | laptop not combo |
| desktop | | ea | \$7.00 | | (under 20 lbs) |
| Desk | | ea | \$20.00 | | not all in one or multi function unit |
| standing copier | | lb | \$0.65 | | |
| D Player, Tape Drive | | ea | \$3.00 | | |
| chine | | ea | \$13.00 | | not all in one or multi function unit |
| | | ea | \$6.00 | | Desktop only |
| | | ea | \$0.60 | | |
| Hub/Switches | | ea | \$8.00 | | |
| on under 20" | | ea | \$0.00 | | (\$10.00 handling fee) |
| on 21-29" | 1 | ea | \$0.00 | N/C | (\$10.00 handling fee) |
| on 31 up nonconsole | | ft | \$0.00 | | priced per linear foot (\$10.00 handling fee) |
| on console | | ea | \$0.00 | | (\$10.00 handling fee) |
| on- projection | | ea | \$0.00 | | (\$10.00 handling fee) |
| phone w/batt | | ea | \$5.00 | | |
| ewe | | lb | \$0.65 | | (\$10.00 handling fee) |
| | | ea | \$7.00 | | |
| toaster oven | | ea | \$5.00 | | |
| sting iron/ small appl | | ea | \$4.00 | | |
| phones | | ea | \$4.00 | | |
| ies (all) | | lb | \$2.35 | lb | |
| console | | ea | \$18.00 | | |
| ers | | ea | \$18.00 | | |
| ral | | lb | \$0.62 | | |
| Charge | | ea | \$50.00 | 10.00 | HAW Collection |
| TOTAL COST: | | | 10.00 | | |

SAMPLE

Attachment I

ELECTRONICS COLLECTION

Recycling Receipt

West Contra Costa Integrated Waste Management Authority

132184

Sterling Kelley

Customer Name: ~~888-888-8888~~
Pinole CA 94564

Contact name: _____ Date: _____

City: _____ State: _____ Zip: _____

Phone: _____ Type Business: _____

Collection date: 3/8/06

| Category | Quantity | Unit | Disp Price | Total Price | Notes/Price Adjustment |
|-------------------------|----------|------|------------|-------------|---|
| T's | | ea | \$0.00 | | |
| | | ea | \$10.00 | | |
| board | | ea | \$3.00 | | |
| ee | | ea | \$1.00 | | |
| er Supply | | lb | \$0.65 | | without batteries |
| outer - portable | | ea | \$0.00 | | laptop not combo |
| er-desktop | | ea | \$7.00 | | (under 20 lbs) |
| er - Desk | | ea | \$20.00 | | not all in one or multi function unit |
| Standing copier | | lb | \$0.65 | | |
| DVD Player, Tape Drive | ① | ea | \$3.00 | | |
| achine | | ea | \$13.00 | 13.00 | not all in one or multi function unit |
| iner | | ea | \$6.00 | | Desktop only |
| es | | ea | \$0.60 | | |
| ork Hub/Switches | | ea | \$8.00 | | |
| ision under 20" | ② | ea | \$0.00 | 14/C | (\$10.00 handling fee) |
| ision 21-29" | | ea | \$0.00 | | (\$10.00 handling fee) |
| ision 31 up nonconsole | | ft | \$0.00 | | priced per linear foot (\$10.00 handling fee) |
| ision console | | ea | \$0.00 | | (\$10.00 handling fee) |
| ision- projection | | ea | \$0.00 | | (\$10.00 handling fee) |
| hone w/batt | | ea | \$5.00 | | |
| wave | ① 28 | lb | \$0.65 | 18.20 | (\$10.00 handling fee) |
| | | ea | \$7.00 | | |
| er/toaster oven | | ea | \$5.00 | | |
| urling iron/ small appl | | ea | \$4.00 | | |
| hones | | ea | \$4.00 | | |
| ies (all) | | lb | \$2.35 | lb | |
| console | | ea | \$18.00 | | |
| ers | | ea | \$18.00 | | |
| ral | | lb | \$0.62 | | |
| Charge | | ea | \$50.00 | 10.00 | F/H/W Collection |
| TOTAL COST: | | | 41.20 | | |

